



COMMISSION ON REHABILITATION
COUNSELOR CERTIFICATION

CONTINUING EDUCATION PRE-APPROVAL MANUAL 2021

FOR ORGANIZATIONS PROVIDING CONTINUING EDUCATION TO

CVE (Certified Vocational Evaluation Specialists)

CWA (Certified Work Adjustment Specialists)

CCAA (Certified Career Assessment Associates)

Developed and Administered by the
Commission on Rehabilitation Counselor Certification (CRCC®)
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Revised September 12, 2019
Updated March 2021

Introduction

The Commission on Rehabilitation Counselor Certification (CRCC) is committed to maintaining exemplary standards of practice for professionals who practice in vocational evaluation, work adjustment, and career assessment. CRCC strives to elevate the quality of services provided to consumers so each and every professional takes pride in his or her chosen field, and so each and every consumer receives services that enhance his or her vocational opportunities.

CRCC believes that individuals certified as vocational assessment professionals (CVEs, CWAs, and CCAAs) should continue to expand their skills in order to enhance the quality of the services they provide. Therefore, CRCC's certification renewal requirements are designed to encourage vocational assessment professionals to continue their professional education through the attainment of continuing education in order to help them more effectively serve clients.

Those who choose to renew their certification are required to achieve 80 clock hours of continuing education within the five-year period of certification.

CRCC has a pre-approval process for continuing education programs/activities; this process is designed to maintain a high quality of continuing education opportunities. Organizations sponsoring continuing education and training are encouraged to seek pre-approval of their programs/activities; pre-approval signifies to all certified individuals that the educational programs/activities are appropriate to use toward meeting the requirements of their certification renewal program.

This Continuing Education Pre-Approval Manual provides the requirements and procedures for organizations seeking pre-approval of their educational programs/activities.

What is a Sponsor?

An educational program/activity **must** be sponsored by a qualified provider to qualify for pre-approval of the continuing education program/activity.

To be considered a *sponsor* of an educational program/activity, the qualified provider seeking pre-approval **must** be substantially involved in the development of or have direct control over the program offering. In addition, the sponsor **must** be noted within the marketing or promotional material as being a *sponsor* of the program/activity. The qualified provider may or may not have intellectual rights to the program/activity. **Hosting** or providing the online platform for a continuing education program/activity does not necessarily qualify as sponsorship; it is the planning and development of educational content that qualifies sponsorship.

Qualified Providers

CRCC recognizes two categories of qualified providers: Alternative and Standard.

Alternative Approval Category

Organizations under this category type consist of the following:

1. *Employers Providing In-service Training* – Organizations are limited to employers that provide in-service training solely to their employees and at no charge to their employees.
2. *National Membership Organizations* – The national offices (e.g., IARP); the state/regional chapters of national organizations.
3. *Accredited College/University Master's Level Rehabilitation Counselor Education Programs*.
4. *State Agency Divisions for Vocational Rehabilitation/State Agencies for the Blind and Visually Impaired*.
5. *The Federal Department of Veterans Affairs*.
6. *Rehabilitation Research and Training Centers (RRTC)*.
7. *Job-Driven Vocational Technical Assistance Center (JDVRTAC)*.

Alternative Approval Category organizations must have a current CVE/CRC/CCRC overseeing the educational program to ensure requirements are met. Educational program/activity information must be submitted to CRCC in order for CRCC to issue an approval number for the program/activity. Organizations cannot request approval on behalf of any other vendor offering continuing education.

A flat fee structure based on the number of programs submitted in the prior calendar year will be charged. See the following chart to identify the applicable fee. All fees are non-refundable.

Annual flat fee based on submissions in the prior calendar year. No provider is exempt. New providers must contact CRCC to discuss fees.

Number of CE Programs in Prior Calendar Year	Flat Annual Fee
1 to 5	\$160
6 to 10	\$270
11 to 20	\$400
21 to 40	\$675
41 to 60	\$925
61 to 100	\$1,225
101 to 140	\$1,525
141 to 180	\$1,675
181 or more	\$1,800

If an outstanding invoice exists, CRCC will not be able to issue pre-approval numbers or renewal numbers. You will be billed if the number of programs you submit exceeds the flat fee.

Standard Approval Category

Any organization that does not otherwise qualify as an Alternative Approval Process organization is considered to be part of the Standard Approval Category. Organizations are subject to an \$110 fee per program/activity. Individual applications and payment of the fee must be made for each program/activity. All fees are non-refundable.

Type of Instruction

Conference

A series of seminars or workshops spanning the course of one or more consecutive days.

Note: Pre- and post-conference activities not included in the conference registration must be submitted as separate activities. CRCC will grant continuing education credit for these sessions.

If your organization records a live presentation (conference, workshop, seminar, etc.) and uses it as a webcast, the amount of CE credit may differ from what is awarded for the live presentation. Please use the table in the section on Criteria for CE Offered Solely Through Written Means or Webcast Based on a Live Presentation (page 6) to determine the credit you wish to request.

Seminar/Workshop

A lecture or presentation delivered to an audience on a particular topic or set of topics.

(See Webcast if you plan to repurpose your live seminar or workshop as a recorded continuing education activity).

Self-Study Course

An educational course that is provided in written format (including online) where at the conclusion participants complete an examination based on the course content.

Webinar

A live presentation, lecture, workshop or seminar that is transmitted over the Web and allows interaction between the presenter and the audience. (See Webcast if you plan to repurpose your live presentation as a recorded continuing education activity).

Webcast

A recorded presentation, lecture, workshop or seminar that is transmitted over the Web and does **not** allow interaction between the presenter and the audience. This requires participants to complete a post-activity test or quiz.

If your organization records a live presentation (conference, workshop, seminar, etc.) and uses it as a webcast, the amount of CE credit may differ from what is awarded for the live presentation. Please use the table in the section on Criteria for CE Offered Solely Through Written Means or Webcast Based on a Live Presentation (page 6) to determine the credit you wish to request.

Note: Pre- and post-conference activities not included in the conference registration must be submitted as separate activities. CRCC will grant continuing education credit for these sessions.

CRCC acknowledges it is the responsibility of the certificant to actively participate in a program for the benefit of furthering their professional education. However, CRCC encourages all providers of continuing education to actively monitor participation in a program or activity prior to awarding credit to certificants.

Conference

Approval Requirements

These requirements must be met prior to the granting of approval and issuing of an approval number.

- The program must be no less than one clock hour in duration. A clock hour is defined as 60 minutes of instruction time and excludes opening/closing remarks, introductions, networking functions, coffee breaks, social hours, and meals.
- The focus of the program must be to increase the participant's knowledge of or skill in the practice of vocational evaluation, work adjustment, and/or career assessment consistent with at least one Continuing Education Focus Area for the certification for which approval is being requested.
- The purpose of the program must be clearly defined in terms of expected outcomes/learning objectives.
- The program must include an evaluation component completed by the participants. This is an evaluation of the program's value – not an assessment of the participant's learning skills.
- It is CRCC's philosophical belief that all programs must be held in accessible, barrier-free locations or provided in an accessible format so that no one with a disability is excluded from participation. CRCC strongly encourages all programs to comply with relevant federal, state/provincial, and local laws related to serving individuals with disabilities.

Approval Process

CRCC reserves the right to monitor the educational programs and activities for which it has granted approval and to withdraw its approval from any program or activity that is offered or presented in a manner that is inconsistent with approval requirements. The approval process is as follows:

- Complete the application in full. The application is located at the end of this manual and is also available at www.crc certification.com. The completed application must be submitted with the requested documentation and the appropriate fee(s). **Any applications submitted that are not accompanied by the appropriate fee(s) and/or required materials will be returned.**
- Approval must be obtained/granted for each educational program/activity.

- For example, a training program that is two hours in length and given on one day is considered one program/activity.
 - Likewise, a conference consisting of a variety of sessions given over a period of three days is also considered one program/activity.
- CRCC no longer accepts applications requesting retroactive approval (the program/activity has already occurred).
 - Applications must be submitted 30 days prior to the initiation date of the program/activity in order to guarantee CRCC's review and approval before the program date. Applications received with less than a 30-day lead time will be reviewed on a first-come, first-serve basis. A late fee (\$125) will be charged for these applications.
 - The continuing education program/activity is valid for 12 months from the program/activity *start date*, regardless of calendar year, provided that no substantive changes are made to the content or format of the program/activity. A sponsor must re-apply every future 12-month period whether or not there are any program/activity content or format changes.
 - **Please note:** continuing education activities may be renewed 4 times. Documentation will be required for the 5th renewal. The rationale is that continuing education should reflect current standards of practice, current research, and contemporary issues faced by practitioners.
 - Programs/activities for which approval is granted will be considered pre-approved only for individuals holding a CVE, CWA, or CCAA certification.

Program Review Fee

The review fee for CVE/CWA/CCAA is \$110 per educational program/activity. All fees are non-refundable.

The Approval Number

All organizations seeking approval will be provided with an approval number(s) and a sample Verification of Completion (VOC) form.

The approval number issued by CRCC should appear on the Verification of Completion form as provided. Do not alter this number.

The VOC form distributed to each participant must contain the CRCC Pre-Approval Number issued by CRCC.

The VOC form must also contain:

- program/activity title
- program/activity valid through date
- **actual** clock hours attended/completed (may be less than the pre-approved amount of CE)
- signature of person in charge of verifying attendance/completion
- date of signature
- sponsor information
 - sponsoring organization
 - sponsor code
 - contact person
 - street address, city, state and zip/postal code
 - phone number for contact person
- space for the participant to enter his or her name, mailing address, e-mail address, and certificate number

The VOC form is to be distributed only to participants who have completed the educational program/activity.

The assigned approval number(s) is not to be printed on any general distribution handouts or mailing information.

NOTE: Authorized providers are required to maintain participant records for those programs approved by CRCC for a period of five (5) years. Participant records are defined as a list of participant names and continuing education hours awarded for each program. **Alternative Providers** are also asked to retain the learning objectives and a sample of the evaluation for each pre-approved activity.

Criteria for CE Offered Solely Through Written Means or Webcast Based on a Live Presentation

When offering continuing education solely through written means (e.g., self-study courses offered via print or online) or a webcast based on a live presentation, please use the following criteria. The activity must meet **BOTH** the minimum number of words and questions in order to obtain the stated number of hours. The transcript for a webcast should be used to determine the word count.

Criteria for CE Offered Solely Through Written Means		
Number of Words	Number of Multiple-Choice Questions	Hours Approved
Minimum of 5,000	5	1
5,001 to 10,000	10	2
10,001 to 15,000	15	3
15,001 to 20,000	20	4
Every 5,000 Thereafter	5 Additional Questions	1 Additional Hour
Criteria for CE Offered for a Webcast Recording of a Live Presentation		
Number of Words	Number of Multiple-Choice Questions	Hours Approved
Minimum of 9,000*	5	1
Each additional 2,250	1	0.25 additional hours

*Based on word count formula from Toastmasters.

Articles appearing in a peer-reviewed journal. Articles appearing in a peer-reviewed journal where the article is read and a minimum of five questions are answered and submitted for credit are awarded a flat 3 clock hours.

Research Participation

CRCC will consider pre-approval of one (1) continuing education credit in the general domain for completion of surveys associated with research. The participant must have the opportunity to reflect on the topic presented in the survey questionnaire (e.g., have access to an article or reading assignment on the topic) and, upon completion of the survey, must be able to complete a post-activity evaluation before credit can be awarded. Requests for pre-approval of CE for survey participation require a copy of the survey, a statement of purpose of the research, and a copy of the post-activity evaluation. If the research is associated with a college/university research project, a copy of the IRB approval letter must be submitted.

Domain Focus Areas for Continuing Education for CVE/CWA/CCAA

Principles of Vocational Evaluation

- Development and use of situational and community-based assessment
- Concepts of teaching/training/educating/presenting
- Characteristics of work performance and work behavior
- General principles of learning and learning assessment
- Modification and accommodation of evaluation techniques
- Assistive technology devices and services
- Systematic behavioral observation skills and techniques

- Concepts of work adjustment and work hardening
- Service delivery systems common to vocational evaluation
- Community resources and support programs
- Individualized vocational evaluation planning
- Employer and workplace needs and standards
- Program evaluation and research
- General theories of career development and vocational decision-making
- Vocational evaluation philosophy and process
- Adherence to ethical and legal principles/practices of the profession

Standardized Assessment

- Scoring and interpreting standardized tests/instruments
- Selection and administration of standardized tests/instruments
- Statistical concepts related to reliability, validity, and norming of standardized tests/instruments
- Analysis, synthesis and interpretation of evaluation results
- Principles of psychological measurement
- Legal and ethical uses of standardized tests/instruments
- Factors impacting standardized testing
- Triangulation of evaluation techniques
- General concepts of multiple and emotional intelligence(s)
- Use of work samples and commercial vocational evaluation systems

Occupational Information

- Transferable skills analysis
- Standardized occupational information and classification systems
- Labor market research and analysis
- Job analysis and task analysis
- Job development and job placement
- Forensic applications of vocational evaluation
- Common benefit systems
- Computer literacy and application skills, including use of web-based resources to obtain occupation, education, or training information

Implications of Disability

- Psychological/psychiatric aspects of disability
- Pharmacology; impact of medications, substance abuse/abuse/addiction on vocational functioning
- Ecological variables that impact vocational functioning
- Medical aspects of disability
- Psychosocial aspects of disability
- Cultural implications of disability
- Functional skills assessment

Professional Communication

- Verbal communication skills to convey information and evaluation results
- Vocational interviewing skills
- Individualizing and prioritizing recommendations
- Written communication skills and vocational evaluation report development
- Vocational counseling techniques and skills
- Basic negotiation and mediation techniques
- Collaboration skills to develop effective partnerships within and across disciplines
- Principles of Case Management

Professional Development

- Leadership skills development
- Staff recruitment, management and development skills
- Client service skills development

Please note: CRCC has established a 40-clock hour maximum for certificants claiming Professional Development continuing education.

Ethical Standards and Decision-Making Models for Vocational Evaluation Specialists

Appeal Process: If the organization requesting approval is dissatisfied with the number of hours awarded, the organization may submit an appeal to CRCC. The request for an appeal must be sent to CRCC in writing within 30 days of notification of program approval. The decision rendered following review of the appeal is final.

RECOMMENDED CITATION: Commission on Rehabilitation Counselor Certification. (2019). *Continuing Education Pre-Approval Manual For Organizations Providing Continuing Education To Certified Vocational Assessment Specialists (CVE), Certified Work Adjustment Specialists (CWA), and Certified Career Assessment Associates (CCAA)*.



COMMISSION ON REHABILITATION
COUNSELOR CERTIFICATION

Emailed applications are preferred. Email application and supporting documentation to:

ddial@crccertification.com

CRCC, 1699 E. Woodfield RD, Suite 300, Schaumburg, IL 60173-4957 Phone: 847-944-1325

2021 STANDARD APPROVAL CATEGORY APPLICATION FOR CVE/CWA/CCAA

Organizations seeking pre-approval of continuing education opportunities must complete this two-page application for each educational program/activity.

To be considered a *sponsor* of an educational program/activity, the qualified provider seeking pre-approval **must** be substantially involved in the development of or have direct control over the program offering. In addition, the sponsor **must** be noted within the marketing or promotional material as being a *sponsor* of the program/activity. The qualified provider may or may not have intellectual rights to the program/activity. **Hosting** or providing the online platform for a continuing education program/activity does not necessarily qualify as sponsorship; it is the planning and development of educational content that qualifies sponsorship.

Applications must be submitted **30 days** preceding the *start date* of the program/activity. A late fee (\$125) will be charged for applications submitted less than 30 days preceding the start date.

Organization Information

Organization Offering Program/Activity	Sponsor Code (if known)
Business Address	Telephone Number
City/State or Province/Zip or Postal Code	Program Contact Person
Program Contact Person's e-mail Address (Required)	Organization Website

Program/Activity Information

Program/Activity Title Start Date of Training *(Approval is valid for 12 months from start date)*

Actual Number of Clock Hours of Training *(Excludes pre- or post-conference activities, opening/closing remarks, introductions, networking functions, coffee breaks, social hours, and meals.)*

Type of Instruction: Conference Self-Study Course
 Seminar/Workshop Webinar (See type of instruction on page)
 Webcast

If Solely in Written Format or recorded from live presentation: Indicate Number of Words
Indicate Number of Questions

Program Submission Category

- Renewal** (No change to *title, content, or hours* from original submission) – *Continuing education activities may be renewed 4 times after the initial approval is issued. The supporting documentation will be required with the 5th renewal of the activity.*
- Payment payable to CRCC for \$110.
- New Program** – Supporting documentation to be attached:

- 1. An outline or agenda, if not contained within the promotional material, to include a breakdown of clock hours.
- 2. An overview or summary of learning objective(s).
- 3. A copy of the evaluation form to be given to participants.
- 4. A copy of exam administered for self-study course or webcast, if applicable.
- 5. Payment payable to CRCC for \$110.

Relation to Domain Focus Areas – The program/activity must apply to one of the following domain focus areas. A full listing of the areas related to each domain focus area can be found on pages 5-6.

Please note: Training on basic customer service or on Microsoft® or similar products is not acceptable.

CVE/CWA/CAA:

- Principles of Vocational Evaluation
 - Standardized Assessment
 - Occupational Information
 - Implications of Disability
 - Professional Communication
 - Professional Development
 - Ethics
-

Payment Information

CHECKS: Checks must be made payable to CRCC and returned with a completed application and required documentation. A service fee of \$35.00 will be assessed for all checks returned for insufficient funds or for charges made to closed accounts. CRCC’s tax identification number is 36-3733179.

CREDIT CARD PAYMENT: Complete this section if you wish to charge the fees due to your VISA, MasterCard or American Express.

Charge **\$110.00** to my: VISA MasterCard American Express

Card # Expiration Date CVV #:

Name on Credit Card:

Billing Address of Cardholder:

Authorized Signature Date

Statement of Understanding

I hereby certify that I have read, understand, and agree to abide by the requirements as stated within the Continuing Education Pre-Approval Manual. Furthermore, I certify that I have completed the application and attached the required documentation. I understand that no program/activity will be reviewed unless accompanied by the required documentation, to include the appropriate non-refundable processing fee.

I understand that CRCC reserves the right to monitor programs/activities for which it has granted continuing education approval and to withdraw such approval from any program/activity that is offered or presented in any manner that is inconsistent with the approval requirements. I also understand that any approval granted for this program/activity is valid for 12 months from the program/activity start date. If the program/activity is changed in any way during the 12-month period, I agree to seek approval from CRCC.

Authorized Signature Date

Printed Name Title

All communication will be to the e-mail address that is provided on this form.
Please, be sure it is correct.

Revised 12/2020



Emailed applications are preferred. Email application and supporting documentation to: ddial@crccertification.com
 Mailing address: CRCC, 1699 E. Woodfield RD, Suite 300, Schaumburg, IL 60173-4957 Phone: 847-944-1325

2021 ALTERNATIVE APPROVAL CATEGORY APPLICATION

Following payment of an annual flat fee to obtain provider status, Alternative Approval Category providers must complete this application and submit it to CRCC to obtain pre-approval numbers for CE programs.

To be considered a *sponsor* of a program/activity, the qualified provider seeking pre-approval **must** be substantially involved in the development of or have direct control over the program offering. In addition, the sponsor **must** be noted within the marketing or promotional material as being a *sponsor* of the program/activity. The qualified provider may or may not have intellectual rights to the program/activity. **Hosting** or providing the online platform for a continuing education program/activity does not necessarily qualify as sponsorship; it is the planning and development of educational content that qualifies sponsorship.

Please choose one of the alternative provider categories:

- Employers that provide in-service training solely to their employees and at no charge to their employees.
- National organizations (e.g., IARP); state/regional chapters of national organizations
- Accredited College/University Master’s Level Rehabilitation Counselor Education Programs.
- State Agency Divisions for Vocational Rehabilitation or State Agencies for the Blind and Visually Impaired.
- The Federal Department of Veterans Affairs.
- Rehabilitation Research and Training Centers (RRTC).
- Job-Driven Vocational Technical Assistance Center (JDVRTAC).

Applications must be submitted **30 days** preceding the *start date* of the program/activity. A late fee (\$125) will be charged for applications submitted less than 30 days preceding the start date.

Organization Information

Organization Offering Program/Activity	Sponsor Code (if known)
Business Address	Telephone Number
City/State or Province/Zip or Postal Code	Program Contact Person
Program Contact Person’s e-mail Address (Required) (Must be a CVE, CRC, or CCRC)	Organization Website

Program Submission

Organizations must provide certain data regarding each program before CRCC can issue a pre-approval number. The organization’s on-staff CVE or CRC/CCRC should thoroughly review the documentation for the educational program/activity to ensure all requirements have been met as noted within the Statement of Understanding section of this application.

Type of instruction information can be found on pages 3 & 4. Please note the changes to these categories.

Please use the fillable chart that follows to submit the required data for each educational program/activity.

Educational Program/Activity Title	Renewal or New Program (Renewal programs do NOT change in title, content, or clock hours)	Program/Activity Start Date (Approval is valid for 12 months from start date)	Total Clock Hours (Principles of Vocational Evaluation, Implications of Disability, Standardized Assessment, Professional Communication, Occupational Information, Professional Development)	Total Clock Hours (Ethics Content)	Total Clock Hours (Professional Development)	Type of Instruction: Conference, Seminar/Workshop, Self-Study Course, Webinar/Webcast

If submitting more educational program/activity titles, please include a separate listing with the appropriate information and attach to the completed application.

Statement of Understanding

I hereby certify that I have read, understand, and agree to abide by the requirements as stated within the *CRCC Continuing Education Pre-Approval Manual*. Furthermore, I certify that I have completed the application. I understand that no educational program/activity will be issued an approval number unless the application has been completed in full.

I understand that CRCC reserves the right to monitor programs/activities for which continuing education approval has been granted and to withdraw such approval for any program/activity that is offered or presented in any manner that is inconsistent with the approval requirements. Furthermore, I understand that CRCC reserves the right to withdraw approval rights from any organization that does not review/approve educational program/activities consistent with the approval requirements. Actions subject to withdrawal of approval rights includes, but is not limited to, requesting approval numbers for educational programs/activities offered by other organizations.

I agree to require and review the following documentation for each program/activity in order to ensure that the program/activity is consistent with approval requirements:

- ◆ Outline or agenda to include a breakdown of clock hours.
- ◆ Summary of content area or learning objectives, if not contained within the promotional material.
- ◆ Evaluation form to be given to participants.
- ◆ Exam administered for self-study courses and webinar/webcast activities (if applicable).
- ◆ Program(s) requesting *Ethics* hours **must** show evidence the *CVE Code*, *CRCC Code of Professional Ethics for Rehabilitation Counselors* or, alternatively, the *ACA Code of Ethics and Standards of Practice* is referenced within the presentation.

I also agree to ensure that the educational program/activity meets at least one of the following domain focus areas:

Please note: Training on basic customer service or on Microsoft® or similar products is not acceptable.

CVE/CWA/CCAA:

- | | | |
|--|---|---------------------------------|
| <input type="checkbox"/> Principles of Vocational Evaluation | <input type="checkbox"/> Implications of Disability | <input type="checkbox"/> Ethics |
| <input type="checkbox"/> Standardized Assessment | <input type="checkbox"/> Professional Communication | |
| <input type="checkbox"/> Occupational Information | <input type="checkbox"/> Professional Development | |

I understand that any approvals granted by CRCC are valid for 12 months from the *start date* of the educational program/activity. If the program/activity is changed in any way during that 12-month period, I agree to submit for another approval number, provided the program/activity meets the requirements.

Authorized Signature of CVE, CRC, or CCRC

Date

Printed Name

Title

***All communication will be to the e-mail address that is provided on this form.
Please, be sure it is correct.***

Rev.12/2020